



CALIFORNIA DEPARTMENT OF FINANCIAL INSTITUTIONS

CEA EXAMINATION ANNOUNCEMENT

DEPARTMENT OF FINANCIAL INSTITUTIONS DEPUTY COMMISSIONER OF LEGISLATION, CEA 1

POSITION TITLE: DEPUTY COMMISSIONER OF LEGISLATION, CEA 1

FINAL FILING DATE: MARCH 16, 2007

LOCATION: SACRAMENTO

SALARY RANGE: \$5,970 - \$12,941

DUTIES/RESPONSIBILITIES:

Under the administrative direction of the Office of the Commissioner, the Deputy Commissioner, Legislation (CEA 1) participates in the Department's Executive Committee and communicates, coordinates and provides expert advice and policy direction to Executive Staff on critical legislative issues that impact the regulation and supervision of the Department of Financial Institutions (DFI) licensees. The position provides guidance related to legislative development, analysis and implementation. The incumbent formulates legislative policy and protocol to ensure that the objectives of the Department of Financial Institutions are met; monitors all legislative bills and amendments affecting the Department; represents the Commissioner in the preparation and analysis of legislation and regulations which implement public policies; assures coordination with licensee and industry trade organizations; provides consultation and technical expertise on legislative proposals, develops recommended positions on legislation for Executive staff, identifying areas of law that may require amending/updating; consults with legal staff to assure proposed legislation represents the policy direction of the Administration; represents the Commissioner to legislators, legislative staff, and Executive branch staff. In addition, the position plays a major role in the formulation of departmental policies, planning and program implementation on all issues relating to State and Federal legislation or proposals affecting DFI programs; appears before the Legislature, legislative committee meetings, and hearings to provide testimony and consultation on proposed legislation. The position represents the Department in various capacities, has responsibility for intergovernmental relations, and participates in special projects for the Chief Deputy and/or the Commissioner.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications by the final filing date:

EITHER I: Must be a civil service employee with permanent civil service status.

California Relay (Telephone) Service for the Deaf or Hearing Impaired:
From TDD phones: 1-800-735-2929, from voice phones: 1-800-735-2922

California State Government – An Equal Opportunity Employer – Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is the objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in the public.

- OR II: Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.
- OR III: Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

ALSO, APPLICANTS MUST SATISFY THE FOLLOWING MINIMUM QUALIFICATIONS:

Ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's Equal Employment Opportunity (EEO) Program objectives; and a manager's role in the EEO Program.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies. (Experience may have been paid or volunteer, in state service, other government settings or in a private organization.)

DESIRABLE QUALIFICATIONS:

- Knowledge of the Department of Financial Institutions' programs, mission, values, policies, organizational structure, program functions and program goals.
- Demonstrated ability to effectively communicate, orally and in writing, in the preparation of legislative proposals, and to provide technical assistance with the drafting of legislation impacting the Department of Financial Institutions.
- Experience in an administrative or executive capacity with responsibility for program administration, policy development and fiscal management relating to legislative issues.
- Extensive working knowledge of the legislative process at both the federal and California State government levels.
- Demonstrated communication and negotiating skills and experience presenting issues before a wide range of audiences, including the State Legislature, a board or similar body.

- Strong management and leadership skills, particularly in the area of policy formulation and development, and the demonstrated ability to facilitate the establishment of priorities.
- Demonstrated ability to work effectively with the public, high level licensee executives, and within the state and federal legislative and executive branches.
- Demonstrated ability to develop cooperative working relationships with representatives of all levels of government and the public, communicate effectively with individuals and in large and small groups, including presentations to stakeholders, departmental executives, State executives and other governmental agencies.
- Knowledge of team development, strategic planning, performance measurement tools, organizational assessment, and ability to observe and learn new trends affecting financial institutions.
- Demonstrated knowledge of California and federal law, regulations, policies and programs including the Government Code, the Financial Code and other applicable laws and regulations.
- Knowledge and understanding of State administrative, legislative, and budgetary procedures, of current management trends, including customer service, business organization and operations, project management and budgeting.
- Knowledge of how technology can support governmental activities.

PERSONAL CHARACTERISTICS:

Acts in a professional manner and demonstrates a high degree of integrity, honesty, and ethical behavior; demonstrates openness and trust; establishes and builds rapport by modeling values-based behaviors; strong interpersonal and mentoring skills; promotes teamwork, cross-functional collaboration and communication in support of DFI strategic goals; and promotes a high-performance culture where employees are encouraged and enabled to perform to their greatest potential.

GENERAL QUALIFICATIONS:

Candidates must possess integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the essential functions of the class. Please review the CEA class specifications at <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>

EXAMINATION INFORMATION:

Possession of the entrance requirements does not assure a place on the eligible list. If you meet the minimum qualifications stated in this bulletin, you may take this examination, which is competitive.

The examination will be a supplemental application and/or a structured interview and may include, but is not limited to, an assessment of the candidate's education, experience, knowledge, skills, and ability. Your performance in the examination will be compared with the performance of others who participate in the examination. All candidates who pass will be ranked according to their scores. A minimum rating of 70% must be attained to obtain list eligibility.

Each candidate will be ranked competitively and notified of his/her examination results in writing. Hiring interviews may be conducted with the most qualified candidates. The results of this examination may be used to fill subsequent CEA vacancies occurring within the next 12-24 months or a new examination may be scheduled.

The Department of Financial Institutions reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

FILING INSTRUCTIONS:

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A resume. Resumes do not take the place of the Statement of Qualifications as the latter should specifically address the minimum and desirable qualifications of the position.
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications should demonstrate the candidate's ability to present relevant information clearly and concisely in writing. The discussion of applicable qualifications shall be no more than two pages in length.

Applicants who fail to submit the Statement of Qualifications may be eliminated from this examination process. The application, resume and Statement of Qualifications are to be submitted to:

Department of Financial Institutions
Attn: Robbin Kleinsorge, Human Resources Manager
1810 13th Street
Sacramento, CA 95814

ADDITIONAL INFORMATION:

The application, resume and Statement of Qualifications must be postmarked or received by 5:00 p.m. on the final filing date. Questions concerning this examination should be directed to Carol Chesbrough at 916-322-0282.